

MORRIS AUDITORIUM AUDIOVISUAL (A/V) QUALITY CONTROL CHECKLIST

<input type="checkbox"/> Service Order received by A/V contractor	Date:	Time:	Requester:
<input type="checkbox"/> Notification to all involved in the event for system checkout (CDC, Shop, TV, Imaging)			
<input type="checkbox"/> Pre-Production Meeting	Date:	Time:	Location:
EQUIPMENT CHECKOUT LIST			
AUDIO			
<input type="checkbox"/> Intercom Operational Checkout	<input type="checkbox"/> Audio to Marshall TV	<input type="checkbox"/> Audio from Marshall TV	
<input type="checkbox"/> Wireless Microphones	Number of Hand-Held:	Number of Lavalieres Required:	Battery Replacement:
<input type="checkbox"/> Hard-Wired Microphones	Number of Hand-Held:	Number of Lavalieres Required:	Battery Replacement:
<input type="checkbox"/> Microphone Checkout Completed	Number of Total Microphones:		
<input type="checkbox"/> Audio Console Verification of Circuit Assignments		<input type="checkbox"/> Press Adapter Checkout	
<input type="checkbox"/> End-to-End Test of Audio System		<input type="checkbox"/> Tape Operations Verification	
VIDEO			
<input type="checkbox"/> Camera Number 1	Circuit Check:	White Balance, Focus, Verify Shot:	<input type="checkbox"/>
<input type="checkbox"/> Camera Number 2	Circuit Check:	White Balance, Focus, Verify Shot:	<input type="checkbox"/>
<input type="checkbox"/> Camera Number 3	Circuit Check:	White Balance, Focus, Verify Shot:	<input type="checkbox"/>
<input type="checkbox"/> Signer Camera	Circuit Check:	White Balance, Focus, Verify Shot:	<input type="checkbox"/>
<input type="checkbox"/> Lighting Checkout	<input type="checkbox"/> Video Projector Checkout		
<input type="checkbox"/> Computer Presentation	<input type="checkbox"/> Graphic/Slate Checkout		
<input type="checkbox"/> Centerwide Circuit Checkout (CDC)	<input type="checkbox"/> Video Playback Checkout		
EQUIPMENT STATUS COMMENTS			
Producer:			Date:
Technical Director:			Date:
Engineer:			Date: